

**Frederick County Commission For Women  
Minutes  
September 14, 2011**

**Present:** President Vivian Laxton, Vice President Sharon Dobson, Treasurer Valerie Dougherty, Recorder Jamie Shopland, Past President Jennifer Charlton-Shuldes, Commissioner Christine Ferguson, Commissioner Tish Honse; Commissioner Olga Hernandez-Smith, Commissioner Hebba Hassanein, Commissioner Susan Mender, Commissioner Lisa Gritton, (11)

Intern Sara Kroske

**Absent:** Commissioner Cher Woehl, Commissioner Shallome Walters, Commissioner Diana Halleman (3)

**Guests:** Veronica Gardener, Ayesha Moore, Kaprece James of Delta Sigma Theta Sorority, Teresa Smith, Vivian Wayne, Linda Roth of Hood College Office of Alumni Relations

**Quorum:** FCCFW By-Laws Section 3. Membership Quorum: A majority of the Members in office shall constitute a quorum for the transaction of regular business. Quorum set at 8.

**1. Meeting was called to order by President Vivian Laxton at 7:05 p.m.**

**2. President's Report and Announcements**

**a. Introduction of Commissioners and Guests**

**b. Approval of August Minutes:** Vice President Sharon Dobson made a motion to approve minutes as corrected. Motion passed by majority vote.

**c. Mail Call**

- i. Institute for Women's Policy Research (IWPR) sent a letter stating that there is research available on women's issues – President Laxton suggested that it would be interesting for the Outreach and Legislative Committees to obtain this data.
- ii. The Sheriff's Office letter stating that the law enforcement bureau is encouraging females to apply with a deadline of September 20, 2011.
- iii. Received a request to submit a nomination for the 2011 Women's Hall of Fame. Nomination is due October 21.
- iv. Frederick Psychology Center sent a letter about their post-partum depression work.
- v. Received a letter from the University of Maryland on the statewide summit on childhood obesity November 15-16, 2011.
- vi. Department of Social Services sent a letter regarding a holiday gift project to sponsor families for holiday gifts.
- vii. Received notice of a blood drive Thursday, September 29, 2011.

**d. Meeting with BoCC on Sept. 29 at 7 p.m.**

- i. The Board of County Commissioners sent a letter requesting to meet with President Vivian Laxton to learn about our organization. This meeting is scheduled for Thursday, September 29, 2011 at 7 p.m.
- ii. President Laxton will be in attendance with other members of the Executive Team.

**e. Annual Planning Session on Sept. 25 from 2-6 p.m.**

- i. The Session will cover parliamentary procedure, finances, 2011-2012 Calendar of events, marketing procedures and social media, creation of an elevator speech

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- ii. Commissioner Valerie Dougherty will send out an e-vite for this event with driving directions to all commissioners.
- 3. Vote on Recorder** - The question of the Recorder vacancy was put before the Commission for a vote. Treasurer Valerie Dougherty made a motion to elect Jamie Shopland as Recorder. The motion passed by majority vote.
- 4. Treasurer's Report** - Treasurer Valerie Dougherty gave a report on bank balances as well as county policies relating to contractual agreements.
  - a. Financials**
    - i. 1<sup>st</sup> United Bank and trust and SunTrust accounts contain \$19,825.63
    - ii. Deposited in July \$270 from BOCC and \$7200 for the Maryland Women's Conference.
    - iii. Treasurer Valerie Dougherty clarified that checks can be made out to either FCCFW or MWC
  - b. Policies**
    - i. Regarding an office supply account, the Commissioner cannot have a Staples account because we cannot obligate the CFW to any long-term financial contract; we must fundraise prior to spending any money.
    - ii. Treasurer Dougherty will meet with the county attorney to follow-up on all financial policies.
- 5. 2011-12 Calendar of Events**
  - a.** The 2011-2012 proposed Calendar of Events was reviewed by the membership.
  - b.** Commissioner Hebba Hassanein made a motion to accept the 2011-2012 Calendar of Events as revised to include the National Disability Employment Awareness Month – Oct. 5 event, and the Hispanic American Heritage Month – Oct. 12 event. The motion passed by majority vote.
- 6. Business Directory**
  - a.** There was extensive discussion regarding the Women-Owned Business directory. There was some objection to this directory on a philosophical level and administrative level. Past President Jennifer Charlton-Shuldes e-mail motion to create a Women-Owned Business directory and a commission website and cover upfront cost of \$2,498 was put before the membership for ratification.
  - b.** Past President Jennifer Charlton-Shuldes withdrew her original motion to create a Women-Owned Business directory and a commission website and cover upfront cost of \$2,498 and restated the motion as to approve Tia's proposal for the creation of a commission website and Women-Owned Business directory for a cost of \$2,498 + charges up to \$3,000 with the caveat that there be a minimal charge of \$35 per listing entry. With a vote of 6 yeas and 4 nays the motion passed by majority vote.
  - c.** Past President Jennifer Charlton-Shuldes will assemble a committee to work on the Women-Owned Business directory and Commission website project and request that the directory vendor attend the next public meeting.
- 7. Committee Reports**
  - a. Legislative Committee** – Commissioner Hebba Hassanein provided updates on the Charter Board forum, indicated that we intend to incorporate voter registration into upcoming events, and requested intern support to survey elected officials regarding attendance at a January legislative forum.

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- i. Charter board
    - 1. Waiting to hear from Sandy Cavelier at FCC regarding a forum for the charter board presentation. Commissioner Jamie Shopland contacted Hood College as an alternative.
    - 2. Would like to formulate questions for the forum from a women's angle. Commissioners should send question ideas to the Legislative Committee.
  - ii. Ready set run – No updates. Connecting to running start in hopes of not recreating the wheel.
  - iii. Legislative event - Idea is to have a modified town hall meeting event, invite elected officials and use needs assessment to drive the discussion – we will create a survey and ask for intern support to send it out. Event is going to be held in mid-January with a snow date. Gorilla event was a model for our legislative forum.
  - iv. Voter registration – We would like to incorporate voter registration at every event possible. Let Commissioner Tish Honse know by EOW next week if you want to attend voter registration training.
  - v. Kaprese James, Social action chair with Delta Sigma Theta is organizing an October 5 Charter Board forum at Café 611 at 7 p.m. and a women in office forum in November. These may be partnership opportunities.
- b. Recruitment Committee** – Vice president Sharon Dobson provided updates that we are recruiting for Spring interns and that a candidate has been identified for the final commissioner vacancy. Vice President Sharon Dobson will send intern recruiting information to Kaprese James for distribution to her sorority network.
- c. Marketing Committee**
- i. Commissioner Lisa Gritton presented pricing estimates for brochure, business card, and t-shirt marketing materials from Joyce Pontin. Kinkos pricing was presented for business cards as well. It was determined that Kinkos was more expensive.
  - ii. Vice President Sharon Dobson made a motion to accept the costs of brochure printing 500 English and 500 Spanish rack cards with the caveat that both are easily distinguishable in color and 1000 units of tri-fold brochure. The motion passed by majority vote.
  - iii. Past President Jennifer Charlton-Shuldes made a motion to order 250 cards at 17 per sheet for each commissioner from Joyce Ponton. The motion passed by majority vote.
- d. Outreach Committee** – Commissioner Olga Smith-Hernandez provided a report on the Women's Equality Day event at Fort Detrick. The Commissions' attendance was well received and there are opportunities for future events on base.
- e. Special Events Teams**
- i. **LPGA Futures Tour** – Next step is to hold meetings with key Sponsors on September 26/27; if commissioners know of any prospective sponsors, share this information with the event chair. In the process of finalizing the venue, which will be either Musket Ridge or Holly Hills. Commissioners are asked to attend an "everything golf" event on October 12.

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- ii. **Maryland Women's Conference** – The Steering Committee decided to infuse programming with needs assessment results. We are bringing in Manpower to cover career-related programming. The conference will include a bookstore with the Woman to Woman Program. There are exhibitor tables still available so let the event chair know of any interested exhibitors.
- iii. **20<sup>th</sup> Anniversary** – Commissioner Cher Woehl is in the initial planning stages.
- 8. **Vote to Close Meeting for Personnel Matters**
  - a. Vice President Sharon Dobson made a motion to close the public session for personnel matters. Motion passed by majority vote.
- 9. The meeting adjourned at **XXX**.
- 10. **Next Public Meeting is Tuesday, October 11, 2011**

**Jamie Shopland, Recorder**